

REVENUE DEPARTMENT



JOB RE-ANNOUNCEMENT

			POSTING DATE 07/31/06	
			ANNOUNCEMENT NUMBER 049-05	CLOSING DATE Posted until filled
JOB TITLE/JOB CODE NUMBER Tax Specialist 3 (Tax Auditor) 41404 Unclassified			PAYGRADE 015	SALARY RANGE (MONTHLY) \$2,877.78 - \$5,040.60
			POSITION #s Various	
DIVISION Compliance			UNIT NAME/LOCATION Headquarters in Atlanta (positions out-of-state)	

THIS ANNOUNCEMENT IS OPEN TO:

- A. ☐ CURRENT QUALIFIED REGULAR REVENUE DEPARTMENT EMPLOYEES ONLY.
- B. ☐ CURRENT AND FORMER QUALIFIED REGULAR REVENUE DEPARTMENT EMPLOYEES.
- C. ☐ CURRENT AND FORMER QUALIFIED REGULAR REVENUE DEPARTMENT EMPLOYEES, AND CURRENT TEMPORARY OR HOURLY EMPLOYEES WITH AT LEAST SIX MONTHS OF EMPLOYMENT IN THE DEPARTMENT OF REVENUE IN THE PAST TWO YEARS WHO MEET THE MINIMUM QUALIFICATIONS FOR THE POSITION AND WHO HAVE SUCCESSFULLY PASSED THE APPLICABLE MERIT SYSTEM TEST IF REQUIRED.
- D. ☐ CURRENT AND FORMER QUALIFIED REGULAR STATE EMPLOYEES.
- E. ☐ EXISTING LIST OF MERIT SYSTEM JOB SITE AVAILABLE APPLICANTS.
- F. ☐ PUBLIC ANNOUNCEMENT - Georgia Merit System Job Site <http://thejobsite.org/>
- G. ☒ ALL QUALIFIED APPLICANTS.

SUBMIT TWO COMPLETED MERIT SYSTEM APPLICATIONS OR RESUMES POSTMARKED OR HAND DELIVERED NO LATER THAN THE CLOSING DATE.

Applications should be submitted to: Georgia Department of Revenue
Human Resources, Suite 2225
1800 Century Blvd., NE
Atlanta, Georgia 30345-3205

If you need an accommodation, due to a disability, for any part of the employment process, please contact the Human Resources Office at (404) 417-2140 or (404) 417-2160 (TDD)

GENERAL NATURE OF DUTIES/RESPONSIBILITIES ASSIGNED TO THIS POSITION

The Georgia Department of Revenue is seeking experienced tax auditors to perform state and local tax audits; auditors may specialize in sales and use tax, corporate income tax and other tax types.

MINIMUM TRAINING AND EXPERIENCE

Successful completion of one year of experience as a Tax Specialist 2 OR Three years of professional accounting experience within either the private sector, public accounting or government agencies with emphasis in conducting state tax audits and completion of a bachelor's degree or equivalent in business administration or a related field from an accredited four-year college or university that included two introductory and two intermediate level accounting courses (one course in business law may be substituted for one of the accounting courses) OR Two years of professional accounting experience within either the private sector, public accounting or government agencies with emphasis in conducting state audits and completion of a bachelor's degree or equivalent in business administration or a related field from an accredited four-year college or university that included two introductory and two intermediate level accounting courses (one course in business law may be substituted for one of the accounting courses) and a master's degree or equivalent in business administration or a professional CPA designation.

PREFERRED QUALIFICATIONS

Knowledge of Georgia tax laws. Bachelor's degree in business administration or a closely related field with a minimum of twelve (12) semester hours in accounting. Excellent written and oral communication skills. A self-starter capable of handling a multitude of assignments concurrently. Three years of professional accounting experience in private industry, public accounting or government sector conducting or representing taxpayers in state tax audits. Two years of experience with various computer software programs, such as Microsoft Office. Advanced degree, CMI or CPA designation. Ability to meet the terms and conditions of employment with the Compliance Division.

COMMENTS

Positions will be based in or near major metropolitan areas in California, Connecticut, Massachusetts, Ohio, Texas and Virginia.

Due to the large volume of applications received by this office, only those applicants selected for interview will be notified of the final applicant selection

Equal Opportunity Employer